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HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

ENTRY LEVEL

Career Opportunity Bulletin

PLANNING & RESEARCH ASSISTANT

Code: 094000

Pay Grade: 14 (\$12.27 – 16.08/hr.)

Open for Recruitment: July 1, 2013 - *Until Canceled*

JOB DESCRIPTION

This entry level position plans and researches the work which assists in the collection, analysis, and presentation of facts and figures relevant to the development of programs or policies for a State agency. In this position you will gain experience assisting in policy development and become familiar with various aspects of a State agency's responsibilities.

Typical Duties

- Gathers, compiles, and assembles technical and statistical data and other information.
- Conducts surveys and field investigations.
- Reviews, analyzes, and assesses program data and information; evaluates implications and effects on agency programs and systems; and develops long-range plans, policies, and procedures.
- Writes reports and explains project findings.
- Draws maps, charts, and graphs.
- Coordinates and conducts meetings, seminars, and workshops.

MINIMUM REQUIREMENTS

In order to qualify, you must have a two (2) year combination of education, training, and/or experience providing knowledge of statistics, methods of research and planning, and/or economic analysis.

Value of State-paid Dental Insurance: \$13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2013.

Value of State's share of Employee's Retirement: 17.07% of pay.

Maine State Government is an Equal Opportunity/Affirmative Action Employer